



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

MENTAL HEALTH PROG EDUCATOR/COORDINATOR

Job Number: 20001083

Job Code: 51530V151116

Job Group: 5100 - ALLIED EDUCATION

Job Established: 06/16/1982

Job Revised: 05/16/2008

Grade: 13 Salary (MIN - MID):

\$16,432-\$21,875 - Hourly

\$2,670.20-\$3,554.70 - 37.5 Hr. Monthly Salary

\$2,848.22-\$3,791.68 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Coordinates the work of para professional staff and personally performs a variety of special educational activities for individuals with emotional, social or developmental disabilities in a state hospital, institution or facility; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

NONE

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Interprets, applies and enforces rules, regulations and policies as they relate to the various educational programs and activities offered. Coordinates the work of para professional staff in carrying out the educational and/or social programs and activities of the facility. Assembles and prepares instructional materials. Instructs students in a specialized area either individually or in a group. Observes individual's behavior during activities, assesses needs of students and their families, prepares plans for meeting those needs and evaluates treatment plans to determine if needs are being met. Prepares and administers tests. Plans and evaluates academic and social programs which are intended to contribute to the improvement and development of the emotional, social and academic growth of the children. Participates in professional staff development to maintain awareness of new developments in the field of education. Transports groups to and from activities. Counsels with students and families. Consults with team members, community staff, psychological and psychiatric consultants to assure the best possible treatment plan for the child and his family. Prepares and maintains records and reports such as attendance reports and progress reports on each student, treatment plans and evaluations, etc. Interprets, applies and enforces policies and procedures of the department. Provides consultation and coordination of services to local school systems and related community agencies.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

This position typically requires working in a classroom setting with individuals who may have various disabilities.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.